



Nevada Department of Agriculture
Noxious Weed Program
January 2015



Request for Applications

RFA# 455215-01

Application Submission Deadline:

March 16th, 2015
Must arrive by: 5 PM

Submit Application in paper form to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431



Nevada Department of Agriculture
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I. Background/Overview

The Nevada Department of Agriculture's (NDA) Noxious Weed program's mission is to effectively coordinate resources and efforts toward proactive prevention, control and management of invasive weed species in Nevada to benefit all land users in the state.

The NDA Noxious Weed program is funded by several different funding sources including pesticide registration fees and federal grants that are directed towards managing and controlling noxious weeds across Nevada. Our program has been able to fund wide variety of projects statewide including educational campaigns, workshops, noxious weed control, re-vegetation efforts, mapping, and restoration projects. This request for proposals is a continuation of these efforts.

Scope of Work

The Nevada Department of Agriculture (NDA) Noxious Weed Program announces the availability of funding from the United States Forest Service (USFS) State and Private Forestry Cooperative Weed Management Cost Share Program agreement number 14-DG-11046000-606 for noxious weed prevention and control projects that focus on Early Detection Rapid Response (EDRR) of Nevada noxious weed species and meet one or more of the following USFS State and Private Forestry Cooperative Weed Management Cost Share Program goals:

- Enhance education, planning and monitoring efforts to prevent new weed invasions
- Implementation of early detection and rapid response measures for eradicating new weed invaders.
- Control small infestations of established weed invaders.
- Contain the spread of existing populations of targeted weeds.
- Promote the appropriate use of approved biological control agents.
- Work cooperatively and across various landownership boundaries.

Funding Availability

\$41,500

Funding Opportunity Category

Competitive



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Funding Period

April 1, 2015 – December 15, 2015

Application Deadline

The application deadline for this Request for Applications is **March 16, 2015 5 PM**.

The Nevada Department of Agriculture will **not** accept any submission of any incomplete applications. Any applicant that fails to satisfy this deadline requirement will be considered non-responsive and will not be considered for funding under this announcement. Deadline extensions will **not** be provided to applicants that miss the posted application deadline.

Eligible Recipients

Cooperative Weed Management Areas (CWMA), Conservation Districts and County Weed Districts in Nevada. Applicant must not be in default on any other grants with the NDA.

Nevada State Business License and Active and Good Standing Requirements

Applicant agencies that are a Nevada corporation, LLC, LP, LLP, or LLLP must have a current Nevada Business License. Non-profit corporation must show that their corporation is active and in good standing. Satisfactory proof may include one of the following from the applicant:

- A copy of the certificate of good standing or,
- A copy of an unexpired business license or,
- A print-out from the Nevada's Secretary of State's free Business Entity Search showing active status.

Debarred and Suspended Organizations

Applicant agencies are not eligible for funding if debarred or suspended from participation in federal assistance programs. Please fill out Debarment form (See Attachment A).

Eligible Types of Projects

- | | |
|--|-----------------------------------|
| - Early Detection Rapid Response Species Control | - Re-vegetation/Restoration |
| - Biological Control | - New CWMA start up projects |
| - Inventory, Survey and/or mapping | - Noxious Weed education/outreach |



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All project sites must be in an area with a minimum of 10% forested land or have a direct impact on an area with a minimum of 10% forested land.

Forested Land Types

- ***Forested land***

Forested land is land that has at least 10% stocked, or currently nonstocked but formerly having such stocking, with timber and/or woodland trees, and where human activity on the site does not preclude natural succession of the forest (i.e. the site can be naturally or artificially regenerated).

- ***Timberland***

Timberland is forest land where timber species constitute at least 5% crown cover; or forest land with sufficient timber species reproduction (minimum of 40 saplings and/or established seedlings per acre). Timber species can be of any size and includes all species of conifers (except junipers and yew) and aspen, cottonwood, and paper birch hardwood species.

- **Woodland** – forest land with at least 10% crown cover in woodland trees; forest land with timber species and woodland species but less than 5% crown cover in timber species; forest land with sufficient woodland tree species reproduction (with the same reproduction criteria as timberland above). A woodland species can be classified as either a shrub or a tree and includes juniper, yew, mountain-mahogany, Rocky Mountain maple, and bigtooth maple.

Ineligible Projects

Funds may not be used for projects on federal lands.

Advances and Cash Reimbursement

Projects will only be reimbursed for actual expenditures. Request for advances are not allowable for these projects.

Match/Cost Sharing Requirements



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All projects require a 1:1 match. Match can consist of cash or in-kind contributions. Applicants are required to identify all sources of match. Cash donations and in-kind donations must be documented.

Cash Match

Cash match has to be **non-federal income** received by the applicant agency that will be used for project-related costs at the time the cost are incurred. Cash match include appropriations, fees, or third-party cash donations by the applicant agency.

In-Kind Match

In-kind (non-cash) contributions are provided by a third-party or volunteers. Donated goods and services must be necessary to the organization; that is, they are good or services with cash value which the organization would have to purchase if not donated.

Timing of Matching Contributions: Matching contributions must be applied at the time of reimbursement and in proportion to the obligation of federal funds. The full matching share must be obligated by the end of the project period for which the federal funds have been made available for obligation under an approved grant program.

Records of Match: Sub-grantees must maintain records which clearly show the source, the amount, and the timing of all matching contributions. In addition, if a program or project has included, within its approved budget contributions that exceed the required matching portion, the sub-grantees must maintain records of them in the same manner as it does for the awarding agency funds and required matching.

Allowable Costs/Unallowable Costs

Allowable Costs

The costs included in proposed budgets must conform to OMB Uniform Guidance: Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and all applicable state laws and regulations. All costs must meet the following general criteria:

- Be necessary and reasonable and allowable for proper and efficient performance and administration of the sub-grant;
- Be allocable to federal awards under the provisions of the OMB Omni Circular;
- Be authorized or not prohibited under state or local laws and regulations;
- Be consistent with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the government units;



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- Be accorded consistent treatment. A cost may not be assigned to a federal award as direct cost if any other cost incurred for the same purpose in the like circumstances has been allocated to the federal award as an indirect
- Be in accordance with generally accepted accounting principles
- Be the net of all applicable credits
- Be adequately documented.

Unallowable Costs

Examples of unallowable cost may include, but are not limited to the following:

<ul style="list-style-type: none">• Reduction of Debts	<ul style="list-style-type: none">• Lobbying Expenses
<ul style="list-style-type: none">• Costs for receptions, parties, fund raising benefits, and other hospitality funds.	<ul style="list-style-type: none">• Any portions of projects already underway or completed.
<ul style="list-style-type: none">• Fines and Penalties	<ul style="list-style-type: none">• Bonus payments of any kind.
<ul style="list-style-type: none">• Interest	<ul style="list-style-type: none">• Charges for contingency reserves or other similar reserves.
<ul style="list-style-type: none">• Purchase of office furniture or office equipment	<ul style="list-style-type: none">• Costs for food and alcoholic or non-alcoholic beverages

Accounting System

Applicant agency's system of accounting must:

- Present and classify projected historical cost of the sub-grant as required for budgetary and evaluation purposes;
- Provide cost and property control to ensure optimal use of funds;
- Control funds and other resources to assure that the expenditure of funds and the use of property conform to any general or special conditions that apply to the sub-grant organization;
- Meet the prescribed requirements for periodic financial reporting of operations, and;
- Provide financial data of planning, control, measurement and evaluation of direct and indirect costs.

Co-Mingling of Funds

Applicant agency's accounting system must ensure that agency funds are not co-mingled with funds from other federal agencies.



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Each award must be accounted for separately. Sub-grant organizations are prohibited from commingling funds on either a program-by-program or project-by-project basis.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a sub-grant organization's accounting system cannot comply with this requirement, the sub-grant organization shall establish a system to provide adequate fund accountability for each project awarded.

Supplanting

Federal funds must be used to supplement existing funds for program activities and must not replace those funds that have been appropriated for the same purpose. Supplanting will be subject of the application review, pre-award review, post-award monitoring, and audit. If there is a potential presence of supplanting, the sub-grant organization will be required to supply documentation demonstrating that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension, or debarment from federal grants, repayment of monies provided under a grant, civil and/or criminal penalties.

Other Accounting Responsibilities

Reporting irregularities: Sub-grant organizations are responsible for promptly notifying the Nevada Department of Agriculture of any illegal acts or irregularities and of proposed and actual actions, if any. Illegal acts and irregularities include conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

Mandatory DUNS and SAM Registration

Applicants for Federal awards are required to have a Dun and Bradstreet (DUNS) number to maintain a current registration in the System for Award Management (SAM). To obtain a DUNS number online go to <http://www.dnb.com/> or call the Dun and Bradstreet hotline at 1-866-705-5711.

The DUNS number is required as part of the registration with SAM. To register with SAM go to www.sam.gov or call the Federal Service Desk at 1-866-606-8220 with any questions.

Note: Organizations are required to renew your SAM registration once a year. If applicants fail to renew their SAM registration, the grant application may not be considered.



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A copy of the current, active SAM registration **MUST** be submitted as part of the application.

Conflict of Interest

No sub-recipient employees may participate in the process of contracting or sub-granting out Federal funds if any real or apparent conflict of interest would be involved. Sub-recipient employees are to neither solicit nor accept gratuities, favors or anything of value from contractors, or parties to sub-agreements.

II. Application and Submission Information

All applicants must submit proposals according to the instructions provided in this announcement. Applications not submitted in the manner prescribed in this announcement will be considered non-responsive. Non-responsive applications will not be considered for funding under this announcement.

Application Formatting and Length Instructions

Application Font: Times New Roman

Application Font Size: 12 point

Application Spacing: Single-spaced

Application Printing: Single-sided

Binding: Bind Clips only. Application cannot be stapled, in three ring binders, or otherwise bound.

Applicant agency's that fail to follow all of the formatting requirements listed above shall not be considered for funding.

Submission Instructions

Application must be received by Steve Scheetz, Fiscal Services, by:

Friday, March 16, 2015 at 5 PM.

Faxed or emailed applications will not be accepted. You may mail or deliver your application. Applications that do not include all required components will not be reviewed. Applications received after the deadline will not be reviewed.

Number of Copies



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Three (3) copies of the full application including all attachments

Mailing Application Instructions

Mail application, including all required documents, to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431

Applications Delivered in Person

Deliver applications to front desk. Make sure applications, including all required documents, are delivered in an envelope or box between 8 AM and 5 PM to:

Nevada Department of Agriculture
Administration Division
Attn: Steve Scheetz, Fiscal Services
405 South 21st Street
Sparks, NV 89431

Application Timeline

Application Events	Deadlines
Release of Request for Applications	January 23, 2015
Deadline for Submission of Questions Concerning Request for Applications via email to Steve Scheetz or Jamie Greer	February 13 th , 2015 at 5 PM
Responses to Questions Posted on Nevada Department of Agriculture's Noxious Weed Program Homepage at : http://agri.nv.gov/Plant/Noxious_Weeds/Noxious_Weeds_Home	February 20 th , 2015 by 5 PM
Application Submittal Deadline	March 16 th , 2015 at 5 PM
Selection committee members individually review and scores applications	March 20 th , 2015
Selection committee meets to jointly review applications	March 25 th , 2015



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and scores and makes funding recommendations.	
Funding Recommendations and finalized. Intent to Award Announced on Nevada Department of Agriculture's Noxious Weed Program Homepage at : http://agri.nv.gov/Plant/Noxious_Weeds/Noxious_Weeds_Home	March 27 th , 2015
Grant Award Process	March 30 th , 2015
Anticipated Award Start Date	April 1 st , 2015

Applications received after application deadline of March 13th, 2015 at 5 PM will not be considered for funding.

Application Technical Assistance

Applicants may submit questions related to this Request for Applications in writing to: sscheetz@agri.nv.gov or to jgreer@agri.nv.gov. The deadline for submitting questions is February 13th, 2015. Questions and responses will be posted for reference by all applicants on the Department's website on February 20th, 2015.

Application Required Documents

Applications for funding must consist of the following documents in the following order:

1. Submittal Cover Letter- 2 pages maximum
2. Table of Contents- 1 page maximum
3. Personnel Descriptions and Qualifications- 1 page maximum
4. Project Narrative- 3 pages maximum
5. Budget Narrative- 2 pages maximum
6. Budget- 2 pages maximum
7. Fiscal Management Assessment-1 page maximum
8. Map of Proposed Project Area
9. Photos of Proposed Project Area-Minimum Three (3) Photos
10. Signed Debarment Form
11. Copy of Business License or Proof of Good Standing
12. Letter(s) of Collaboration, if applicable
13. Copy of SAM registration



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Submittal Cover Letter Instructions

Application cover letter must be on the applicant organization letter head and must be addressed to the **Nevada Department of Agriculture, Noxious Weed Program**. The cover letter cannot exceed two (2) pages. This letter must include the following in the following order:

- **Organization Contact Information:** *List the legal name of the organization, mailing address, telephone number, and office location (if different than the mailing address).*
- **Organization Type:** *Business, Non-Profit, Government, School, etc.*
- **Project Name/Title**
- **Executive Summary:** *Briefly summarize the scope of your project; state the problem or need; methodology, identify objectives and outcomes to be gained. Be sure to include project location (coordinates of the project) and identify project partners. This must be clear, concise, accurate, and without reference to other parts of the application.*
- **Requested Project Amount**
- **Matching Sources:** *Identify revenue sources and/or in-kind contributions being used to meet the required 1:1 project match.*
- **Project Manager Contact Information:** *Identify the project manager and the project manager's official title within the organization. Identify project manager's phone and email address.*
- **Fiscal Manager Contact Information:** *Identify the fiscal manager and the fiscal manager's official title within the organization. Identify project manager's phone and email address.*
- **DUNS Number and Employer Identification Number (EIN)**
- **Authorizing Official's Name, Title, and Signature:** *Identify your agency's authorizing official, including name and title. The cover letter must also be signed by your Agency's authorizing official. An Authorizing Official is an individual in your organization who is legally authorized to commit funds and to enter into agreements on behalf of your organization.*



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Table of Contents

The application should be presented in the order of the Table of Contents provided earlier. This should not be longer than one (1) page.

Personnel Descriptions and Qualifications

Applicants must describe the positions that will be directly working on the project. Provide position descriptions for those positions that include their roles, responsibilities in the applicant organization. Also provide qualifications of proposed FTE project staff. This should not be longer than one (1) page.

Project Narrative (Maximum length of 3 pages)

Project Site Description

Please provide the following:

- Provide GPS coordinates for proposed project site;
- Provide as an attachment a map of proposed project site (See Application Required Documents);
- Provide a description of nearby towns and/or physical landmark;
- Provide estimated size of proposed project site;

Project Need

- Describe current condition of proposed project area and why funds are needed for this project;
- Targeted Weeds (proposals must target EDRR species for your area);
- Current land use of the proposed area.



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Project Methodology/Work Plan

Please answer the following questions (if applicable):

- Weed control strategies to be used (mowing, hand pull, herbicides, grazing, etc.) How is integrated weed management being implemented?
- What re-vegetation or reseeded will be done?
- What technologies will be used for mapping and infestation data collection?
- How will the data be implemented into EDDMaps?
- What education and outreach will be performed?

Project Goals and Expected Outcomes

Please answer the following questions (if applicable):

- What goals and objectives do you expect to accomplish with this funding?
- The number of people you expect to be reached through outreach is preferred to be listed here
- Does the proposed project benefit sage-grouse habitat? If yes, please elaborate.

Note: Pre and Post- Monitoring of the project area by collecting before and after pictures of the basic vegetative community is required.

Budget Narrative (Maximum length of 2 pages)

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of the proposed objectives. The budget justification **MUST** be concise. Do **NOT** use the justification to expand the project narrative.

Include the following in the Budget Justification narrative:

Personnel Costs

Personnel cost include wages and salaries of an agency or organization's employees assigned to project.



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Personnel cost should be explained by listing each staff member who will be supported from project fund. Identify staff by including, official titles, and their project responsibilities. Additionally, identify staff as a full-time, part-time, or voluntary

Volunteer Staff as In-Kind

If volunteer staff is being used as in-kind match please indicate the number of hours to be donated for this project. The value of hourly rate for donated labor is limited to **\$15 per hour rate**. In the case where professional staff is donated time in a like capacity, the time can be valued at a rate consistent with their usual and customary charges for like services, not to exceed \$100 per hour. A justification must be provided in the budget narrative. Resumes are not required.

Fringe Benefits

Itemize the components that comprise your organization's fringe benefit rate, for example, health insurance, taxes, unemployment, life insurance, retirement plans, etc.

If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding the fringe benefit omission must be explained in the Budget narrative.

If fringe benefits are being funded through another source or no benefits are being requested, sub-grantee will need to state who will be responsible for paying fringe benefits in the Budget Narrative section.

Travel

The cost for transportation, lodging, meals and related items are restricted to project employees identified in the Personnel Narrative section. Break out separately your narrative of in-state and out-of-state travel. For each trip please include the following:

- The starting point of each trip;
- The destination for each trip;
- The mode of transportation;
- The purpose of each trip,
- The number of persons traveling per trip
- The duration of each trip.

If you are making multiple trips to the same destination, you do not have to list out each trip. However, you will have to include the estimated number of trips to that destination.



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Mileage/Fuel

Please use the 2015 New Mileage Rate for use of personal vehicles. In you are using your fleet vehicles than actual fuel expenses for this project can be charged.

Please include the estimated miles expected to travel to complete this project.

Equipment

Equipment for this project means purchased items that cost \$5,000 or more and has a life expectancy of more than one year.

If an item cost less than \$5,000, it should be shown in the Supplies section. Do not budget for equipment that will unnecessarily duplicate existing equipment.

Education Outreach and Training Supplies

- ***Educational Supplies***

Educational supplies are considered brochures, hand outs, art/craft and student/general public supplies that are in direct relationship to the project. These items need to be itemized.

- ***Training Supplies***

Training Supplies are considered those items needed to conduct instructional workshops such as films, audiovisuals, books, workbooks, curriculum guides, periodicals, and bulletins. These items need to be itemized that states the type, title, number requested, cost per unit (plus shipping and handling). Costs for periodicals and bulletins must be pro-rated for the grant period.

Operating Supplies

Items in this category includes equipment under \$5,000, office supplies, field supplies, laboratory supplies, training and registration fees, printing, postage, telephone, rental cost, and audit costs. These items are to be related to and deemed necessary for the function of this project. If the item listed is not used 100% for this project, it must be prorated.

Equipment under \$5,000 will be considered on a case-by-case basis and require a justification for their purchase.



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- ***Office Supplies***

Office supplies are considered paper, envelopes, pens, pencils, staples, postage, printer cartridges, etc. Office supplies request should be reasonable, cost effective and in relation to the total funds requested to perform project functions. Applicants are allowed \$50 per month for basic office supplies not to exceed \$600 for a 12-month project. If the request exceeds \$600, you must itemized the supplies.

- ***Field Supplies***

Field supplies include supplies need to do conduct on-the ground projects. Examples of this would include herbicides, tools, personal protection equipment etc. These items need to be itemized.

- ***Other Supplies***

Other supplies that cannot be categorized in the above sections to be detailed with the quantity, price and relationship to the project.

Printing

Printing jobs must be itemized, describing the print job, the number of copies, cost per unit. All printed materials funded by the sub-grant must bear the prominent statement acknowledging support to the effect that printing was made through funds supported through a Federal grant from the Nevada Department of Agriculture (NDA). Printing materials must include the logo of both the USFS and the NDA and the USFS disclaimer statement

Three (3) copies of any printing job under this sub-grant must be submitted to the Department at the time of request for reimbursement.

Contracts/Subgranting

Contractual costs are costs incurred for services that your organization is not directly performing for this project. Applicant agencies are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring contracts. Applicants must provide a clear explanation as to the purpose of each contract, how the cost were estimated, and the specific contract deliverables.

NOTE: Sub-granting is not allowed for this grant program.



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Indirect Costs

Administrative overhead/indirect charges cannot exceed 10%.

Budget

The budget period for this project is April 1, 2015 to December 15, 2015. Please provide a line item budget using the budget categories as provided in the budget form that is part the of application packet. Show all required calculations.

See Attachment B: Budget

Financial Management Assessment

1. Please detail your organization's current sources of funding (including other NDA contracts and grants), identify the funding agency, the program name, the types of funds (i.e. Federal, State, local, private, etc.).
2. Are you currently seeking another funds from the Nevada Department of Agriculture through RFA's or RFP's. If yes, please list.
3. Has your organization administered programs similar to your current grant proposal? If yes, please list and explain.
4. How many years has your organization been in existence?
5. How many total FTE are there in your organization?
6. How many total FTE perform accounting functions within your organization?
7. How are the financial records maintained to identify the source/revenue and program/expenditure of funds?
8. How will sub-grant funds accounted for separately from other funding sources in your organization's accounting records?
9. This sub-grant will be on a cash reimbursement basis. What will your organization's source of cash be and how will your organization manage its cash flow between the time costs are incurred and reimbursed?



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III. Application Review and Selection Process

Application Review Process and Dates

Technical and Fiscal Review- March 16th to March 19th

Applications will be reviewed internally by the Department's fiscal staff who provide a financial and technical review for eligibility, completeness, accuracy and compliance with the requirement outlined in this announcement. If an applicant grant packet is deemed ineligible, fiscal staff will provide information about the components or elements that did not meet state eligibility requirements.

Evaluation Committee Review-March 20th to March 25th

Individual members of the evaluation committee reviews applications and conducts preliminary scoring. The evaluation committee will meet on March 25th to jointly score proposed projects and making funding recommendations.

Finalization of Funding Recommendations-March 27th

Funding recommendations are sent to the to the Department's Fiscal Administrator to be finalized by the Department's Director's Office.

Evaluation Committee

Evaluation committee consists of three (3) NDA Plant Division program staff, including the Noxious Weed program manager.



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Application Review Criteria

Proposal Scoring Criteria 2015 NDA USFS Cooperative Weed Management Cost Share Grants	
Applicant Qualifications	Max Pts
Applicant meets eligibility requirements of being a CWMA or lead CWMA coordinating organization, conservation district, or county weed district or program.	5
Applicant is in good standing with NDA and exhibits compliance with grant requirements in past performances.	5
Applicant displays a high level of commitment, necessary expertise, and organizational structure in place to successfully complete the project and reporting requirements.	5
Project Need	Max Pts
Project site is appropriate and meets funding requirements of non-federal land and is in an area with a minimum 10% forested land or has a direct impact on an area with a minimum 10% forested land.	5
Proposal and project focus on EDRR noxious weed species of the respective region in which the project is located. Project is feasible to prevent spread or eradicate species that are not already widely distributed across the state.	10
Project supports the development of Cooperative Weed Management Areas and addresses improving coordination and collaboration efforts across multiple agencies/organizations and landowners and land ownership borders.	5
Project Management Plan	Max Pts
Project follows a strategy using an integrated weed management plan that is appropriate for the targeted species.	5
Data collection measures included in proposal utilizing EDDMaps. Applicant has an EDDMaps log in and prepared to submit all project infestation/survey data into EDDMaps.	10
Project plan is thorough and feasible to accomplish during the grant period.	5
Project Goals/Outcomes	Max Pts
Proposal outlines project goals and outcomes including expected acres to be treated, acres to be revegetated, acres to be mapped/surveyed, number of people to be reached through education and outreach efforts.	10
Plan to reach project goals and outcomes is thorough and goals and outcomes are feasible to be accomplished by proposed project activities.	5
Project includes before and after monitoring and outcome measurements to gauge overall success of the project after activities are accomplished.	5
Budget	Max Pts
Financial manager contact information is included in proposal and arrangements for the financial management of sub-grant with the NDA is appropriate.	5
Itemized budget is included and complete. Budget detail explanations for budget category figures is complete and expenses are realistic for proposed activities, personnel, and/or supply costs.	10
Project 1:1 match requirement is addressed in proposal and matching sources are appropriate and allowable.	5
Sage-Grouse/Other rangeland benefits	Max Pts
The project attempts to bring additional rangeland or wildlife benefits in addition to noxious weed control and prevention. Project includes aspects of overall ecosystem restoration.	5
Total	100



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Appeal Process

If an application is not funded, the applicant may appeal if the applicant demonstrates one of the following: 1) The application was submitted incorrectly; 2) Department staff provided misinformation; or 3) Department staff failed to follow existing policies.

Notice of Appeal must be made in writing on the applicant agency's letterhead to the Fiscal Administrator of the Nevada Department of Agriculture within five (5) calendar days of the Intent to Award announcement on the Department's website. The Notice of Appeal must be signed by the same Authorized Representative who signed the application submittal cover letter.

IV. Grant Award

If a grant is awarded, recipients will receive a Grant Award Letter and a Grant Management Packet. It is the grantee's responsibility to meet all deadlines and requirements stated in the Grants Management Packet in order to receive grant funding and to remain in compliance. All awards will be posted on the NDA website within two weeks of approval.

Accepting a Grant

To accept and receive a grant the grantee will need to sign the Nevada Department of Agriculture's Sub-Grant Award Agreement document. This will need to be signed by the Agency's Authorizing Official.

Grant Management Packets

Grant Management Packets includes:

- Grant Award Letter
- Sub-grant Award Agreement;
- Reimbursement Request Form and Instructions
- Third-Party In-Kind Form



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V. Post-Award Process

Programmatic and Budget Changes

All requests for programmatic and budget changes to grant awards must be submitted in writing. Grantees cannot make changes to the grant award without written prior approval from the Nevada Department of Agriculture. Proposed programmatic and budget changes can be mailed to:

Nevada Department of Agriculture
Administration Division
Attn: Jamie Greer, Noxious Weed Program Coordinator
405 South 21st Street
Sparks, NV 89431

Or, proposed programmatic and budget change may be submitted by email to:

jgreer@agri.nv.gov.

Proposed programmatic and budget changes will be reviewed by program staff for their reasonableness. Program staff will make recommendations for changes in writing to the Fiscal Administrator. The Fiscal Administrator will provide a final decision in writing to the grantee.

Written prior approval is necessary, but limited to the following as they are anticipated:

- Revision to the scope, objectives, location, or methodology of the sub-grant award;
- Change in key personnel when as specified in application package and sub-grant award;
- Cumulative transfers among direct cost categories, or, if applicable among separately budgeted activities or projects which exceed 10 percent.

Ownership of Information

All material submitted as part of the grant application becomes the property of the State of Nevada and may be subject to public requests for information. It is the responsibility of the applicant to identify proprietary or confidential information and request that the information be treated as such.



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Reporting

Grantees will be required to provide mid-project updates and progress review will include site visit by Noxious Weed program staff. Grantees are required to submit a final report. The timeliness and quality of the reports will affect your ability to continue an existing project and your eligibility for future grants. The terms of these reports will be included in the Department's sub-grant agreement with the grantee.

Closing Out

NDA encourages all grantees to submit their final reports as soon as possible after a funded project is completed. The Department will not process any requests for final payment until all of the grantee's final reports and all other required documents have been received and verified as complete by program staff.

- Processing a grant reimbursement may take up to 30 days.



Nevada Department of Agriculture
Noxious Weed Program
January 2015

